

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 07-89

POSITION TITLE/NUMBER: TOOLS & PARTS ATTENDANT, 07-89, (PD Number: 70673000)

GRADE/PAY: WG-6904-06 \$35,583.35 - \$41,531.30 per annum

DUTY LOCATION: MATES, Fort Pickett, VA

OPENING DATE: 19 April 2007 **CLOSING DATE:** 18 May 2007 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel (NTE E6)

WHO CAN APPLY:

GROUP I - Applications will be accepted from all qualified enlisted personnel (NTE E6) currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Enlisted personnel (NTE E6), regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to or during the advertisement period.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows:
CMF: 63; MOS: 92A/Y/Z

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit and MOS prior to placement.

POINT OF CONTACT: LTC Thomas L. Perkins, (434) 292-2620

QUALIFICATION REQUIREMENTS:

GENERAL - Experience, education or training which demonstrates the knowledge of trade; ability to apply identification skill (matching specific item name, models, and stock or part numbers with similar specific information at stock locations); ability to use simple hand tools (pliers, screwdrivers, etc.) and to follow oral and written instructions.

SPECIALIZED - Work experience listed on the application must show at least eighteen (18) months of specialized experience; such as: experience, education or training in verifying stock by opening, counting and visually checking the contents of the containers. Experience in setting up and shifting storage location in consideration of space available, turnover, and convenience of handling items. Experience in completing stock records by showing the names, quantities and location of stock. Experience in identifying correct items for intended use, recommending possible substitutes by using references such as manufacturers' specification, stock catalogs, manuals and bulletins. Experience in performing maintenance such as replacing wooden handles on handsaws, changing blades on power saws, and greasing or oiling power and hand tools. Experience in performing visual or operating checks, making measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSA's are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Skill in verifying short, over, and damaged conditions of incoming stock.
2. Skill in setting up and shifting storage locations.
3. Skill in identifying specific items described by users in terms of their intended usage.
4. Skill in marking and tagging locations and making entries on locator cards.
5. Ability to perform maintenance on hand and power tools.
6. Ability to determine when tools and equipment should be routed for test, repair or calibration.

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7. Skill in determining basis for overage and shortage in inventory and recording findings on stock records.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Study successfully completed in a college, university, technical or vocational school may be substituted for specialized experience at the rate of 1 year of study (30 semester or 20 classroom hours of instruction per week) for a maximum of 6 months of specialized experience. Courses must be directly related to the work of the position. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

DUTIES AND RESPONSIBILITIES POSITION DESCRIPTION 70673000: Identifies user's tools, parts, equipment, and requirements and requisitions stock as needed. Prepares periodic inventory and determines the basis for over, short, or misplaced items by checking such references as out-for-repair, issue, and turn-in records maintained in the tools and parts room. Ensures that tools and equipment are maintained in good condition by performing visual and operating checks, taking measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment. Determines stock replenishment levels for centrally controlled supplies and other material within funding limitations. Receives a wide variety of supplies and specialized items requiring special handling. Searches for identifying or management data on items of supply. Edits supply transactions, or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable. May assist a Surface Maintenance Mechanic by performing the less complex and more routine helper type duties.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 07-89

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer